



ARCHITECTURAL REVIEW OR RE-IMAGING CHECKLIST MUNICIPAL PLANNING COMMISSION

A site development plan is required to be prepared by persons professionally qualified to do such work and submitted as part of this review. The following information shall be included with the Architectural or Re-Imaging Application.

Site Plan:

- _____ Name of Development
- _____ Name & Address of Developer (And Owner if Different)
- _____ North Arrow
- _____ Scale 1" = 50' or greater
- _____ Building Setbacks
- _____ Location & Acreage of Project Area
- _____ Size, location & type of vehicular ingress & egress for site & existing drives adjacent within 50' of the site
- _____ Size, location & type of pedestrian access
- _____ Proposed Parking Lot Layout (include setback, entrances/exit drives and existing drives on the same & opposite side of the street within 50' of the site)
- _____ Location & dimensions of all parking spaces & bays, dock & loading spaces
- _____ Parking Analysis (number of parking spaces required and provided)
- _____ Location & height of fences, walls, or screening
- _____ Location and screening of refuse pad(s)
- _____ Exterior Lighting Plan (if applicable)
- _____ Landscape/Tree Management Plan (Including Plant List, Sizes & Quantities)

Architectural Plan:

- _____ Building Elevations Showing Architectural Style & Roof Mounted HVAC Units
- _____ Building Height
- _____ Number of Floors and Total Area
- _____ Floor Plan
- _____ Building material List including size, type & color
- _____ Building materials on sample board & color rendering
- _____ Photographs of Existing & Adjacent Buildings